Creating PDF Documents

Last Updated: September 14, 2005

I. **To Covert a WordPerfect File to PDF (using Adobe Acrobat's PDFWriter or Distiller):**

1. Open the WordPerfect document to be converted to PDF.

2. From the **File** menu select **Print.**

3. Select the down arrow for **Current Printer**.

4. Select **Acrobat PDF Writer** or **Acrobat Distiller**.

5. Click **Print**.

   NOTE: The file will not print to paper; instead the **Save PDF File As** dialog box will appear.

6. Select the location to save the file using the **Save In** drop down arrow.

7. Name the file.

8. Click **Save.**

   The file will be converted to PDF and the file name should contain the .PDF extension.

II. **To Convert a Word File to PDF (using Adobe Acrobat's PDFWriter or Distiller):**

1. Open the Word document to be converted to PDF.

2. From the **File** menu select **Print**.

3. Select the down arrow for printer Name.

4. Select **Acrobat PDF Writer** or **Acrobat Distiller**.

5. Click **Print** or **OK**.

   NOTE: The file will not print to paper; instead the Save PDF File As dialog box will appear.

6. Select the location to save the file using the **Save In** drop down arrow.

7. Name the file.

8. Click **Save**.

   The file will be converted to PDF and the file name should contain the .PDF extension.

III. **To Convert a WordPerfect File to PDF (using "Publish-to-PDF" feature - WordPerfect Version 9 or higher):**

NOTE: This option can be used if you do not have Adobe Acrobat's PDFWriter/Distiller installed. This option is not recommended because the file created is unnecessarily large.

1. Create document in WordPerfect.

2. Choose **File > Publish to PDF**...

3. In the Publish to file dialog box, choose a file location and file name. (Remember the file location and file name as you will need to browse to find this file when you electronically file the document in CM/ECF.

4. Click **OK**. By default, WordPerfect adds the extension .pdf.